



DEVELOPMENT SERVICES DEPARTMENT  
BUILDING DIVISION  
276 Fourth Avenue Chula Vista CA 91910  
619-691-5272 619-585-5681 FAX

# MOBILEHOME PARK BUILDING PERMIT WORKSHEET

## FORM 4565

Per Title 25, Section 1018, a permit is required for the installation of a mobile home, accessory structures and any relocation of utilities outside the mobile home coach. Any changes to the mobilehome itself, must be submitted to and approved by the State of California Housing and Community Development Department. Should you have further questions, contact the Building Permit Information Message line at 691-5272 extension 2332.

**All work must comply with Title 25 requirements. Work exempt from building permits must be performed in a workmanlike manner, not present a hazard and comply with Title 25 requirements and/or California Building Codes.**

### A PERMIT IS REQUIRED FOR:

### SUBMITTAL REQUIREMENTS

Mobile Home Installation

- ☐ FORM 4565
- ☐ Manufacturer's Installation Manual
  - ✓ Foundation/support system State approved or approved by a licensed architect or engineer
  - ✓ Tie down system State approved or approved by a licensed architect or engineer
- ☐ Relocation of utilities outside the mobile home coach

Mobile Home Accessory Structures

- ☐ FORM 4565
- ☐ SPA approved plans
  - ✓ If SPA approved plans are not used, Plans must conform to California Building Codes

Earthquake Resistant Bracing System (ERBS)

- ☐ FORM 4565
- ☐ State approved Earthquake Resistant Bracing System

Lot Line Change

- ☐ FORM 4566
- ☐ Required submittal documents per Section 1105 and Title 25



- Two copies of all forms and plans are required at submittal. A third copy of the mobile home plot plan sheet is required.
- Failure to provide complete and accurate information will result in an application be denied and/or may extend the length of time needed for review

### A PERMIT IS NOT REQUIRED FOR:

- Minor maintenance work, including the replacement of existing utility metering devices.
- Previously installed portable air conditioning equipment reinstalled with the unit installation.
- The installation of a storage cabinet on a lot. Storage cabinets of 120 square feet or less in floor area (the total, combined floor area of all storage cabinets on a lot shall not exceed 120 square feet).
- Construction or installation of a stairway having a landing not to exceed twelve (12) square feet.
- A landing less than 12 square feet in area
- Construction or installation of a window or door awning.
- Construction or installation of removable insect screening, flexible plastic or canvas type material used as an awning or as an awning or carport enclosures.
- Construction or installation of a retaining wall less than four (4) feet in height measured from the bottom of the footing to the top of the wall, unless it is supporting a surcharge. For the purpose of this section, a surcharge is any additional soil or load placed on the existing soil retained by the wall.
- Construction or installation of a patio, as defined in section 1002(p)(3)
- Fences six (6) feet high or less.



## Important Information:

- Within mobilehome parks constructed on or after 9/15/61, minimum distances from a manufactured home/mobilehome to:
  1. A permanent building = 10 feet, including eaves;
  2. Another manufactured home/mobilehome, installed, including eaves,
    - (a) Side to side = 10 feet.
    - (b) Side to rear or front = 8 feet.
    - (c) Rear or front to a rear or front = 6 feet.
- Within mobilehome parks constructed prior to 9/15/61, 6 feet minimum setback to any permanent building or another manufactured home/mobilehome is required.
- Manufactured home/mobilehomes or accessory structures shall not be located:
  1. Over underground gas piping, unless the gas piping is installed in gas tight sleeves (carports excepted).
  2. Over main sewer line clean outs.
  3. Over, or within, 5 feet of septic tank.
  4. Over, or within, 8 feet of sewage disposal fields.
  5. Under overhead insulated electrical conductor, unless 8 feet of clearance is provided.
  6. So as to restrict access to park electrical equipment.
  7. Over lot gas risers or gas meters.
- Accessory structures shall not be located:
  1. So as to restrict access or ventilation of lot gas risers/meters.
  2. So as to block:
    - (a) Required light or ventilation in the manufactured home/mobilehome.
    - (b) Required egress windows or exit doors in the manufactured home/mobilehome.
    - (c) Access to the manufactured home/mobilehome's appliances.
- All combustible construction, including mobilehomes/manufactured homes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 feet from lot/property lines (except lot/property lines bordering roadways). Note: Metal storage cabinets (sheds) with no combustible framing (walls/roof) may be placed up to a lot line, provided there is 3 feet clearance from any structure on an adjoining lot.
- Large liquefied petroleum (LP) gas tanks shall be a minimum of 10 feet from manufactured home/ mobilehome or park property lines.
- Each lot line corner shall be clearly and permanently marked prior to construction and inspection. Failure to identify the lot line corners will result in termination of inspection and a re-inspection will be required.
- Plot plans and permits are not required for storage cabinets (sheds), provided the cabinets do not exceed 120 square foot floor area. A maximum of two storage cabinets are allowed, per lot, having a combined total floor area of not more than 120 square feet. Storage cabinets exceeding these limits are considered storage buildings. Storage buildings require a permit and must be constructed to specific standards.
- The total occupied area of a lot may not exceed 75% of the lot area, including the manufactured home/mobilehome, awnings, carports, storage cabinets, porches, etc. Driveways, walkways, slabs and similar flat work are not subject to this limitation.
- A Flood Plain Ordinance Compliance certificate (HCD Form 547) is required for manufactured home/mobilehome installations where the local government has adopted a Flood Plain Management program. The HCD Form 547 is available from this Dept.
- For manufactured home/mobilehome installation inspections all exterior doorways shall be provided with a complying stairway, porch, and/or ramp at the time of the home installation conforming with the provisions of article 9 of Title 25.
- A minimum clearance of 18 inches shall be maintained beneath the underside of the floor joists, and 12" beneath the main chassis beams.
- The installation of a mobilehome and/or accessory structures shall not alter existing drainage patterns established at time of park/lot construction or divert drainage paths on to adjacent lots.
- The under floor space of mobilehomes and/or accessory structures shall be clear of all combustible/flammable material including bushes, weeds and similar organic matter.



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## FORM 4565

### MINIMUM PLAN SUBMITTAL REQUIREMENTS

(GRAY AREAS FOR OFFICE USE ONLY.)

- ☐ 3 copies of a detailed plot plans with an identified date of preparation and measurements, which shall include all of the following:
  - ☐ Indicate the front of the manufactured home/mobilehome and show all adjacent roadways.
  - ☐ Identify on the plot plan the location of the two required exterior exit doors and show/outline the location and dimensions of the exterior porch and/or stairway serving the doors.
  - ☐ Draw in any proposed structure(s) and existing structures on the plot plan diagram at the approximate location and identify the structures by type (i.e. deck, awning, etc.) and if the structure is of combustible or non-combustible material. Indicate the length and width of the structure(s). Also, identify on the plot plan designated vehicular parking area(s).
  - ☐ Indicate any roadway bordering the lot.
  - ☐ Fill in the distances from all property/lot lines to all existing or proposed structures. Enter the measurements between the respective arrows. All distances given shall include the shortest distance to the lot line.
  - ☐ Sketch in and provide actual distances from any structure located on adjacent properties/lots, if they are greater than 10 feet from your property/lot lines (including eaves) insert [>10'] in blank.
- ☐ 2 copies of Manufacturer's Installation Manual.

### APPLICANT/CONTRACTOR INFORMATION

Applicant Name: \_\_\_\_\_ Please check one: ☐ Park Owner ☐ Contractor  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Chula Vista Business License # \_\_\_\_\_ State Contractor's License #: \_\_\_\_\_ Class: \_\_\_\_\_ Expires: \_\_\_\_\_

### PROJECT INFORMATION

Park Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### HOMEOWNER(S) INFORMATION

Homeowner Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Space/Lot No.: \_\_\_\_\_

### MANUFACTURER INFORMATION

Manufacturer Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Model: \_\_\_\_\_ Serial #: \_\_\_\_\_ State Insignia #: \_\_\_\_\_ Year of Manufacture: \_\_\_\_\_

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**DESCRIPTION OF WORK**

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Area of Manufactured Home/Mobilehome (Include Overhangs): Length \_\_\_\_\_ X Width \_\_\_\_\_ = \_\_\_\_\_ Square Feet

Area of all Accessory Structures; Carports, Awnings, Sheds, etc. (Include Overhangs): \_\_\_\_\_ Square Feet

Area of Lot: Length \_\_\_\_\_ X Width \_\_\_\_\_ = \_\_\_\_\_ Square Feet

Total Lot Coverage (Area of Mobilehome + Accessory Structures / Area of Lot): \_\_\_\_\_ % (Cannot Exceed 75%)

Will utility lines/connections be relocated? ☐ Yes ☐ No

Home Amperage: \_\_\_\_\_

Pedestal Rated Amperage: \_\_\_\_\_

Designed Roof Load: \_\_\_\_\_ PSF

Roof Load per Locality: \_\_\_\_\_ PSF

Design Wind Load: \_\_\_\_\_ MPH

Wind Load per Locality: \_\_\_\_\_ MPH

The lot line corners at the front and rear are clearly and permanently marked in the following manner:

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**EARTHQUAKE RESISTANT BRACING SYSTEM** *(If Provided)*

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☐ New Installation ☐ Re-installation *(Check one, as appropriate)*

Manufacturer's Name: \_\_\_\_\_

Certification No.: \_\_\_\_\_

Brand or Model Name: \_\_\_\_\_

Model No.: \_\_\_\_\_

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**PARK OWNER CERTIFICATION**

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Date park constructed: \_\_\_\_\_

Park ID#: \_\_\_\_\_

I, the undersigned, as owner, operator, or manager of this park, hereby certify under the laws of the State of California that all information provided on this form is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
*Date City State*

\_\_\_\_\_  
*Signature of Park Owner, Operator or Manager*

\_\_\_\_\_  
*Date*

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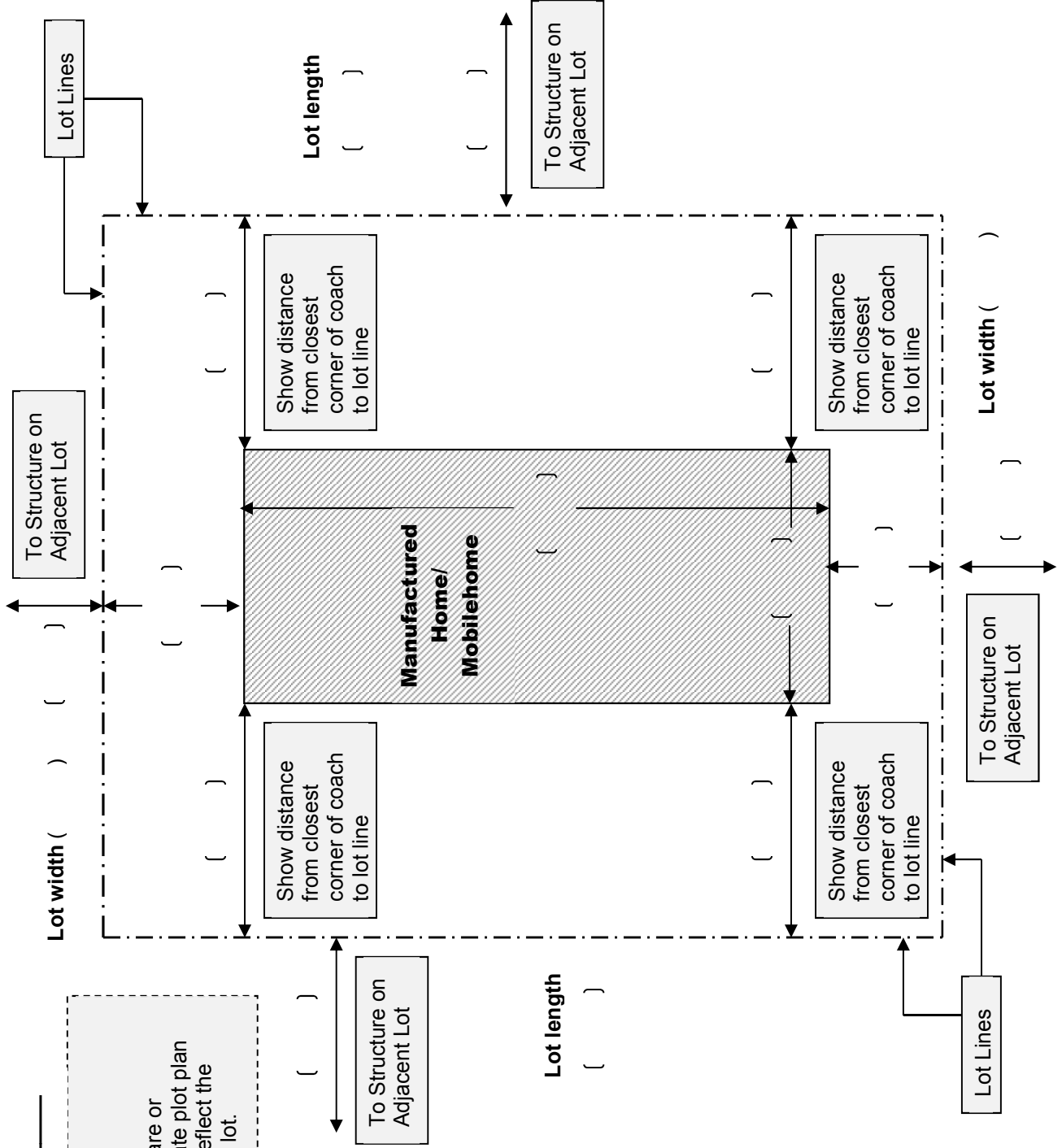


CITY OF  
**CHULA VISTA** MANUFACTURED HOME/MOBILEHOME PLOT PLAN

SPA/ICBO# \_\_\_\_\_



If the lot is not square or rectangle, a separate plot plan must be drawn to reflect the actual shape of the lot.





CITY OF  
**CHUJA VISTA** MANUFACTURED HOME/MOBILEHOME PLOT PLAN

SPA/ICBO# \_\_\_\_\_



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